



***Town of Tyngsborough
Board of Selectmen***
25 Bryants Lane,
Tyngsborough, Massachusetts 01879-1003
Office: (978) 649-2300

MINUTES OF AMBULANCE STUDY COMMITTEE

March 25, 2015

Attachments:

1. Meeting Agenda

Members Present: Arthur Michaud – Board of Fire Engineers
Catherine Gabriel – Capital Asset Management Committee
William Gramer – Board of Selectmen
Darryl Wickens – Finance Committee

Also in Attendance: Tim Madden – Chief, Tyngsboro Fire Department
Kerry Colburn-Dion – Town Treasurer/Finance Coordinator
Wes Russell – Captain, Tyngsboro Fire Department

Members Absent: David Carney – Citizen-at-large

7:10 p.m. - Meeting called to order.

Agenda Item #1 – Review and approve previous meeting minutes

Bill presented for review by the committee members the minutes for meetings held on 12/16/14 and 1/13/15.

Daryl: Motion to approve the minutes of 12/16/14 as written.

Catherine: 2nd the motion

Passes: 3-0-1

Daryl: Motion to approve the minutes of 1/13/15 as written

Catherine: 2nd the motion

Passes: 3-0-1

Agenda Item #2 – Review the quarterly status summary update for the BoS.

The Chairman presented a draft quarterly report and opened the floor for comments. Bill commented to add an introductory paragraph, to explain how calls are handled now by sending a fire engine with Trinity ultimately handling the transport of the patient. Chief Madden commented that another major item is to explain the benefit of adding the two additional firefighters. If there is a fire and we send two firefighters into a building, then per NFPA rules we are supposed to have two more firefighters outside as a rapid response team. By adding two full

time firefighters who are also EMT's for the ambulance we will have the four firefighters needed. We should also highlight the issue of response times and knowledge of Town roads and locations of homes and businesses.

It was commented that we should obtain and add the call data for January and February 2015 to confirm if the \$539,000 estimated revenue holds up, it would give three months of data. We should also highlight that the 1999 report contained call projections which proved to be very accurate, as further supported by the 2006 update.

There was discussion about Table 1 and Table 3, and making some changes to make the tables more clear.

There was discussion about the start up costs and how the Town could secure funding. It was suggested that the committee recommend a warrant article for special town meeting to have the Trinity dispatch fee money deposited into a revolving fund for an ambulance. It is expected that Trinity will pay \$13,000 for this fiscal year, and this money would help toward initial start-up costs such as supplies for the ambulance. The warrant article if passed would authorize future dispatch fee payments to also go into the revolving fund. The money could be removed and returned to the General Fund if the purchase of an ambulance did not go forward.

Bill: Motion to approve the quarterly report with the changes discussed by the committee with Art to circulate the final draft by email.

Daryl: 2nd the motion

Passes: 4-0-0

Agenda Item #3 – Discuss and approve an Annual Report statement.

The Chairman presented a draft of a report to include in the Annual Town Report for the upcoming Annual Town Meeting.

Catherine: Motion to approve the report to include in the Annual Town Report for 2014.

Daryl: 2nd the motion

Passes: 4-0-0

Agenda Item #4 – Establish objectives for next meeting.

At the next meeting the committee should prepare for a meeting with the Board of Selectmen to make a presentation on the quarterly report, answer questions and recommend next steps, and hope to gather enough support for the proposed warrant article for paying the dispatch fees into a revolving account for possible future use. A warrant article should be drafted with the assistance of the Town Administrator. Further discussion was had on setting up the revolving fund and approvals needed.

Catherine: Motion to establish an ambulance revolving fund and to transfer money from the ambulance dispatch fees to the revolving fund.

Daryl: 2nd the motion

Passes: 4-0-0

Agenda Item #5 – Schedule next meeting.

The members discussed a possible next meeting in April after we know when we can get on the Board of Selectmen agenda to present the quarterly report.

8:35 p.m.

Daryl: Motion to adjourn

Bill: 2nd the motion

Passes: 4-0-0

Minutes respectfully submitted by
Bill Gramer, Recording Clerk